



REQUEST FOR LEAVE WITHOUT PAY POLICY

Approved Date: April 2020

Revised Date:

Employees at Notre Dame School may at times require leaves of absence for personal reasons other than those that may appear in the terms and conditions of employment or policy. In these situations, employees may request a leave without pay.

When submitting a request, employees are encouraged to choose a time that is least likely to interfere with specially scheduled school or classroom activities. It is also recommended to wait for approval before booking any travel plans.

A request for leave without pay cannot be:

- Used for non-instructional days
- Used to extend Christmas, Spring, or Summer breaks
- Rolled over into another school year

Requests up to two (2) consecutive working days

For requests of up to 2 consecutive working days:

- 1) The request must be submitted to the principal and approved prior to taking the leave.
- 2) An approved Leave of Absence Form must be completed.

Requests of three (3) or more consecutive working days

For requests of 3 or more consecutive working days:

- 1) The request must be submitted to the principal at least one (1) month in advance.
- 2) The principal will then consult with the Superintendent.
- 3) If approval is recommended by the Superintendent, the request will then be submitted to School Council for approval.
- 4) An approved Leave of Absence Form must be completed.

Reference

Please also see the following for additional information:

- CISPG Policy 428 – Support Staff: Leaves of Absence
- CISPG Policy 429 – Support Staff: Replacements and Substitutes
- CISP Support Staff Employment Plan – Clause 8: Leaves
- CISP Policy 429.1 – Teachers: Replacements and Substitutes
- CISP Teacher Employment Plan – Section 7: Leaves